



3 December 1984

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MEMORANDUM FOR:

Chief, Information Management Branch
Information Resources Management Division, OIS/DA

THROUGH : DDS&T Records Management Officer *SH*

FROM : NPIC Records Management Office

1. In compliance with your request from the National Archives and Records Service, attached is the NPIC annual Report of Records Holdings for FY-84.

2. The total volume of records on hand is 32,875.3 cu. ft. This is an increase of 2,861.5 cu. ft. due mainly to the new addition to the building, and the building's reorganization. If further information is needed please call

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: xx IRMD/OIS/DDA			FROM: (Directorate and Office) O/DDS&T 6B45 HQS		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 382.0	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				3.0	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				10.0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				166.0	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	///		
	Audio Tapes		/// ÷ 7 =		
	Video Tapes	14	/// ÷ 20 =		
	Disc Packs	4	/// ÷ 7 =	2.0	
	Word Processing Magnetic Tapes		/// ÷ 2 =	2.0	
	Word Processing Magnetic Cards	///	/// ÷ 72 =		
	Magnetic Diskettes 5 1/4"	///	/// ÷ 6 =		
	Magnetic Diskettes 8"	///	/// ÷ 5 =		
	Paper Tapes (on reels)		160 ÷ 2 =	80.0	
			/// ÷ 72 =		
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
				35mm ÷ 54 =	
	Aperture Cards	///		÷ 6 =	
	Microfiche	///		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				566 ~~674.0~~	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				425.5	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	141 ~~139.5~~	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				60.0	

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

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TO: OIS/IRMD/IMB 1236 Ames Bldg.			FROM: (Directorate and Office) DDS&T/OSO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 3860	CUBIC FEET 3860	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			152	15.2	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			93	93	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			955	955	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 3120	////// ÷ 7 =	445.7	
	Audio Tapes	-----	////// ÷ 20 =	-----	
	Video Tapes	-----	////// ÷ 7 =	-----	
	Disc Packs	72	////// ÷ 2 =	36	
	Word Processing Magnetic Tapes	-----	////// ÷ 72 =	-----	
	Word Processing Magnetic Cards	//////	----- ÷ 6 =	-----	
	Magnetic Diskettes 5 1/4"	//////	~~180~~ 4 590 ÷ 5 =	~~118~~ 1	
	Magnetic Diskettes 8"	//////	----- ÷ 2 =	-----	
	Paper Tapes (on reels)	-----	////// ÷ 72 =	-----	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 895	NUMBER (35mm)	16mm ÷ 84 =	10.7
	Aperture Cards	//////	//////	÷ 6 =	-----
	Microfiche	210 #	//////	17.5 210 ÷ 6 =	35.3
7. TOTAL VOLUME ON HAND (1 through 6)				5420 ~~5568.6~~	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4712.4	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	~~708~~ 856.2
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

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7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: C/IRMD/OIS/DDA Attn: 			FROM: (Directorate and Office) DDS&T/ORD		
1. OFFICE FILES: Correspondence, Cases, Etc.				LINEAR FEET	CUBIC FEET 824.9
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					9.2
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					59.7
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					1,423.0
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 924	////// ÷ 7 =	132.6
	Audio Tapes		246	////// ÷ 20 =	12.3
	Video Tapes		317	////// ÷ 7 =	45.3
	Disc Packs		32	////// ÷ 2 =	16.1
	Word Processing Magnetic Tapes			////// ÷ 72 =	0
	Word Processing Magnetic Cards			12 ÷ 6 =	2.0
	Magnetic Diskettes 5 1/4"			45-5 ÷ 5 =	1, 9.0
	Magnetic Diskettes 8"			9.9-14.9 ÷ 2 =	5. 894.5
	Paper Tapes (on reels)			////// ÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
				35mm ÷ 54 =	
	Aperture Cards			÷ 6 =	
	Microfiche			52 ÷ 6 =	8.6
7. TOTAL VOLUME ON HAND (1 through 6)					2540. ~~3,437.2~~
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					(2,327) 2,340.0
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE 1, 209.2
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

NOTE: FYI, also have 20 Video Disks ÷ 26 = .8 - not included in total.

STATcc: DDS&T/RMO

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: <i>OIS/IRMD/IMB</i>			FROM: (Directorate and Office) OD&E/FO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 1,336.5	CUBIC FEET 1,336.5	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			<i>999.0</i> ~~99.9~~	<i>100.0</i> ~~99.9~~	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			1051	1051	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			9325.5	9325.5	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 14,223	////// ÷ 7 =	2032	
	Audio Tapes	438	////// ÷ 20 =	22	
	Video Tapes	2767	////// ÷ 7 =	395	
	Disc Packs	29	////// ÷ 2 =	14.5	
	Word Processing Magnetic Tapes		////// ÷ 72 =		
	Word Processing Magnetic Cards		////// ÷ 6 =		
	Magnetic Diskettes 5 1/4"		3.6 ÷ 5 =	<i>ok</i> .72	
	Magnetic Diskettes 8"		82 ÷ 2 =	<i>ok</i> 41	
	Paper Tapes (on reels)	65	////// ÷ 72 =	.9	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 33,70	NUMBER (35mm)	16mm ÷ 84 =	<i>ok</i> 4.0
	Aperture Cards			35mm ÷ 54 =	
				334.5 ÷ 6 =	<i>ok</i> 56
	Microfiche			247 ÷ 6 =	<i>ok</i> 41
7. TOTAL VOLUME ON HAND (1 through 6)				<i>ok</i> 14456.84	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				13965.71	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE <i>ok</i> 491.13 DECREASE	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

11/14/84

ILLEGIB Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

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TO: DDS&T/RMO			FROM: NPIC/RMO (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET
					19,182.5
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					3,281.5
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					3,987.5
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					4,186
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 12,461	////// ÷ 7 =	1,780.1	
	Audio Tapes	24	////// ÷ 20 =	1.2	
	Video Tapes	491	////// ÷ 7 =	70.14	
	Disc Packs	235	////// ÷ 2 =	117.5	
	Word Processing Magnetic Tapes		////// ÷ 72 =	,38	
	Word Processing Magnetic Cards	//////	~~673~~ ÷ 6 =	~~112.17~~	
	Magnetic Diskettes 5 1/4"	//////	33 ÷ 5 =	6.7	
	Magnetic Diskettes 8"	//////	~~234~~ ÷ 2 =	~~117~~	
	Paper Tapes (on reels)		////// ÷ 72 =		
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 1,328	NUMBER (35mm) 2,091	16mm ÷ 84 =	16
				35mm ÷ 54 =	38.7
	Aperture Cards	//////		174.75 ÷ 6 =	29.1
	Microfiche	//////		394.50 ÷ 6 =	65.8
7. TOTAL VOLUME ON HAND (1 through 6)					32,875.3
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					30,013.8
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE - 2,861.5 - -
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

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TO: IRMD/IMB/OIS 1236 Ames Bldg.			FROM: (Directorate and Office) DDS&T/OTS 212 South Bldg		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 3692	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				50	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				553	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				1923	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 472	////// ÷ 7 =	67	
	Audio Tapes	51	////// ÷ 20 =	3	
	Video Tapes	64	////// ÷ 7 =	9	
	Disc Packs	12	////// ÷ 2 =	6	
	Word Processing Magnetic Tapes		////// ÷ 12 =	N/A	
	Word Processing Magnetic Cards	//////	10 ÷ 6 =	2	
	Magnetic Diskettes 5 1/4"	//////	÷ 5 =	N/A	
	Magnetic Diskettes 8"	//////	30 ÷ 2 =	15	
	Paper Tapes (on reels)		////// ÷ 72 =	N/A	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm) 1613	NUMBER (35mm) 40	16mm ÷ 84 =
				35mm ÷ 54 =	1
Aperture Cards		//////		÷ 6 =	
Microfiche		//////		389 ÷ 6 =	65
7. TOTAL VOLUME ON HAND (1 through 6)				6405	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				6296	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	109 -----
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				N/A	

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12/13/84

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TO: OIS/IRMD			FROM: DDS&T/FBIS (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 1326	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				67	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				184	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				10713	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	/ / / / / / / / / / / / / / / /		
	Audio Tapes		/ / / / / / / / / / / / / / / /		
	Video Tapes	245	/ / / / / / / / / / / / / / / /	35	
	Disc Packs	4	/ / / / / / / / / / / / / / / /	2	
	Word Processing Magnetic Tapes		/ / / / / / / / / / / / / / / /		
	Word Processing Magnetic Cards	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /		
	Magnetic Diskettes 5 1/4"	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /		
	Magnetic Diskettes 8"	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /		
	Paper Tapes (on reels)		/ / / / / / / / / / / / / / / /		
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 1650	NUMBER (35mm) 1165	16mm ÷ 84 =	19.6
				35mm ÷ 54 =	21.5
	Aperture Cards	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /	
	Microfiche 45	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /	/ / / / / / / / / / / / / / / /	7.5
7. TOTAL VOLUME ON HAND (1 through 6)				12375.6	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				12196	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	179.6
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

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7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0